

21 May 1959


MEMORANDUM FOR: Records Management Staff (thru channels)

FROM: Assistant to the Director

SUBJECT: Additional Safe for Historical Staff, ODCI

1. It is requested that one additional legal-size 4-drawer combination-lock safe be provided for the use of the two men of the Historical Staff who occupy Room 4, East Building. At present these two historians share a single safe for all of their working materials, including borrowed records, which they need and actively use in their studies currently in progress.

2. The additional safe space, totalling 4 drawers, is to be used exclusively for storing boxed, borrowed records that are shipped in installments to the Historical Staff by the Records Center. Since several boxes of such records are normally in use simultaneously by the Historical Staff, it is necessary to have up to four drawers of space for accommodating them. However, since there is a constant turnover of shipments being received and returned to the Records Center, not more than a single additional safe is needed.


STANLEY J. GROGAN ✓
Assistant to the Director

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